



City of Liberty Lake Community Development Department

Request for Proposals (RFP)

Recreation Programs

Project Description: The City of Liberty Lake Community Development Department is soliciting proposals from individuals, community organizations, and private firms interested in operating recreation program classes or services at one or more facilities in the Liberty Lake community. Submitted proposals will be compiled into a Roster and used to select recreation programs based upon community need. Examples of possible programs include:

- Arts & Crafts- all age groups (scrapbooking, painting, jewelry making, knitting, etc.)
- Bicycle Repair
- Walking/biking clubs
- Babysitting classes
- Tai Chi at Pavillion Park
- Sport Clinics (Tennis, soccer, triathlon, biking, etc.)
- Senior programs
- Children's programs
- Nature/science programs & hikes
- Fly-tying
- Lake & River activities
- Dance Instruction

Notice is Hereby Given: The City of Liberty Lake will receive proposals at City Hall, Attn.: Mary Wren-Wilson, 22710 E. Country Vista Dr., Liberty Lake, WA 99019. RFPs may be submitted at any time between March 16, 2007 and December 31, 2007.

When submitting proposals, please include the following:

1. Explanation of activity
2. Setting, facility, & equipment needed
3. Budget & materials breakdown
4. Contact information
5. Qualifications

Small and minority –owned businesses are specifically invited to submit proposals.

In the award of proposals, consideration shall be given to such matters as supplier integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. The City of Liberty Lake reserves the right to reject any and all proposals, to waive any informality in the proposal, and to make the award to the lowest responsible supplier as determined by the City.